



STATE OF CONNECTICUT • COUNTY OF TOLLAND  
INCORPORATED 1786

# TOWN OF ELLINGTON

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ELLINGTON, CONNECTICUT 06029-0187

[www.ellington-ct.gov](http://www.ellington-ct.gov)

## SHARED SERVICES COMMISSION

### MEETING MINUTES

November 18, 2008

**MEMBERS PRESENT:** Clayton Bannock, Ann Harford, Dennis Milanovich, Tim Derby and Joe Wehr

**MEMBERS ABSENT:** Dale Roberson

**OTHERS PRESENT:** Deborah Hoffman, Recording Secretary

**1. CALL TO ORDER:**

Chairman Dennis Milanovich called the meeting to order at 8:00 pm at the Ellington Town Hall, 55 Main Street, Ellington, CT.

**2. CITIZENS FORUM:**

None.

**3. APPROVAL OF MINUTES: August 28, 2008**

**MOVED (HARFORD) SECONDED (WEHR) AND PASSED [ABSTAINED: BANNOCK] TO APPROVE THE SHARED SERVICES COMMISSION MEETING MINUTES OF NOVEMBER 18, 2008.**

**4. DISCUSSION REGARDING SHARED SERVICES:**

Chairman Milanovich asked members to review and digest the town's IT information provided by Mr. DiCorleto. Mr. Bannock asked about a discussion in last month's meeting minutes regarding the electricity vendors. Chairman Milanovich explained what each energy vendor is for and how the town and school's plans are set up. Mr. Bannock wondered what the difference was in rates for the town and school and if they could be combined. Mr. Wehr agreed that this would be beneficial to look into again as the rates could have changed and no one remembered what they were. Mr. Bannock and Chairman Milanovich agreed to look into this and request rates, contract terms, and average usage from the town and Board of Education. Mr. Derby wondered whether energy audits have ever been done to seek ways to conserve energy and money. Chairman Milanovich confirmed that they have been done as each building, town and school, was renovated.

Mr. Bannock then asked about the ADP and payroll discussion from last month's meeting. Chairman Milanovich reviewed the information provided by Mr. DiCorleto. Mr. Derby questioned if the Board of Education has adopted a payroll service and Chairman Milanovich clarified that they have not and this is an area to analyze combining the town and school system. He agreed to perform a metric comparison of both of these to discover which way is more suitable and he

requested the Board of Education's IT information. Some discussion followed about the benefits and risks of switching to electronic processing in other financial areas as well.

Next, Mr. Wehr brought up the Town Engineer and Public Works Head positions. A discussion including all members followed about current concerns in the structuring of these two positions and ways that it could be improved. It was also noted and discussed that other towns have a Town Engineer who is also the Head of Public Works Department and whether this would be feasible and beneficial for our town. Mr. Bannock encouraged analysis of all other vendor relationships that exceed five continuous years and one hundred thousand dollars (\$100,000). All agreed that long-term relationships should be analyzed for accountability and economic issues. Mr. Wehr agreed to look into this issue by requesting copies of detailed bills and current contract with Buck & Buck from Mr. Michaud, seeking Mr. Phillips viewpoint, and contacting CCM to find out what other towns around us do.

Mr. Bannock and Mr. Derby also brought up the town and Board of Education's insurance vendors as other relationships to be analyzed. Discussion followed and they agreed to research the premiums and when the current contracts expire and ways the two could be combined to save money overall.

Discussions ensued regarding the issues surrounding the bid and contract renewal with All American Waste, the upcoming budgets and taxes, the probable fire truck purchase, and the last Board of Finance Meeting.

The meeting concluded with reiteration of member's tasks to complete for the next meeting. Mr. Bannock and Mr. Derby will look into and compare IT information from the town and Board of Education. Chairman Milanovich will look into accounting issues by emailing the School Board and Finance Officer requesting information regarding insurance rates, quotes, competitive pricing information and any history on jointly bidding these services. He will also perform a check processing comparison between the Board of Education and Town Finance Office. Mr. Wehr will contact the Public Works Department and Finance Office requesting information regarding the Town Engineer and Head of Public Works issue and contact CCM to get information on other town's structure of these positions.

5. MEETING SCHEDULE FOR 2009:

All members were in agreement to keep the same time, day, and place for the meetings in 2009. The secretary was asked and agreed to draft, submit, and distribute the new schedule.

6. ADJOURNMENT:

MOTION (WEHR) SECONDED (HARFORD) AND PASSED UNANIMOUSLY TO ADJOURN THE MEETING AT 9:05 PM.

Respectfully submitted,



Deborah Hoffman  
Recording Secretary